

How to forward your student email through Microsoft Outlook Live to another email:

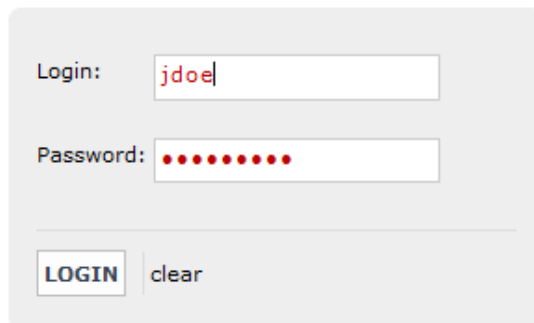
- 1) First, go to the Fairmont state home page www.fairmontstate.edu/home , then click the myCampus link.



- 2) Click on Returning Users Login.



- 3) Log in using your uca and password.

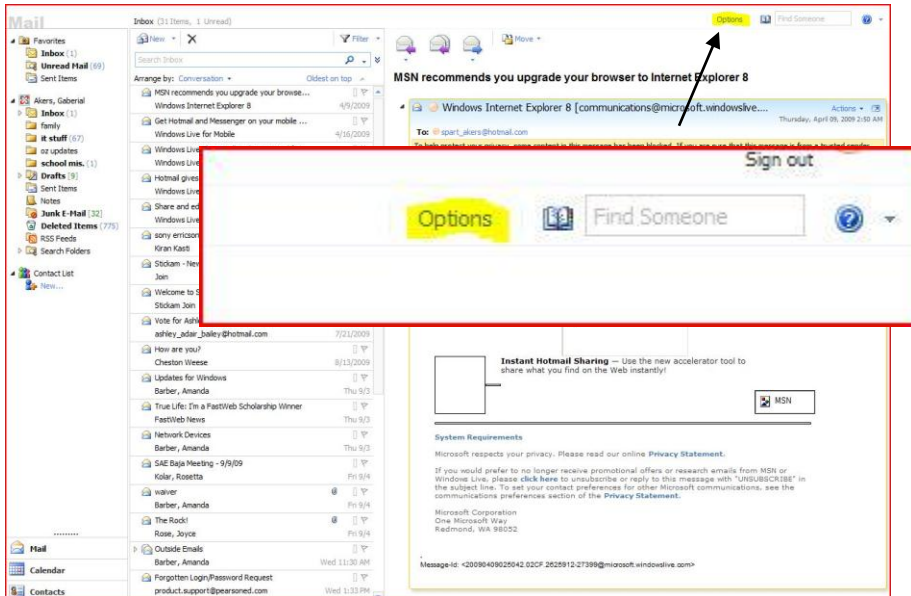
A light gray login form. It has two input fields: "Login:" with the text "jdoe|" and "Password:" with red dots. Below the fields are two buttons: "LOGIN" and "clear".

[Reset Password](#)

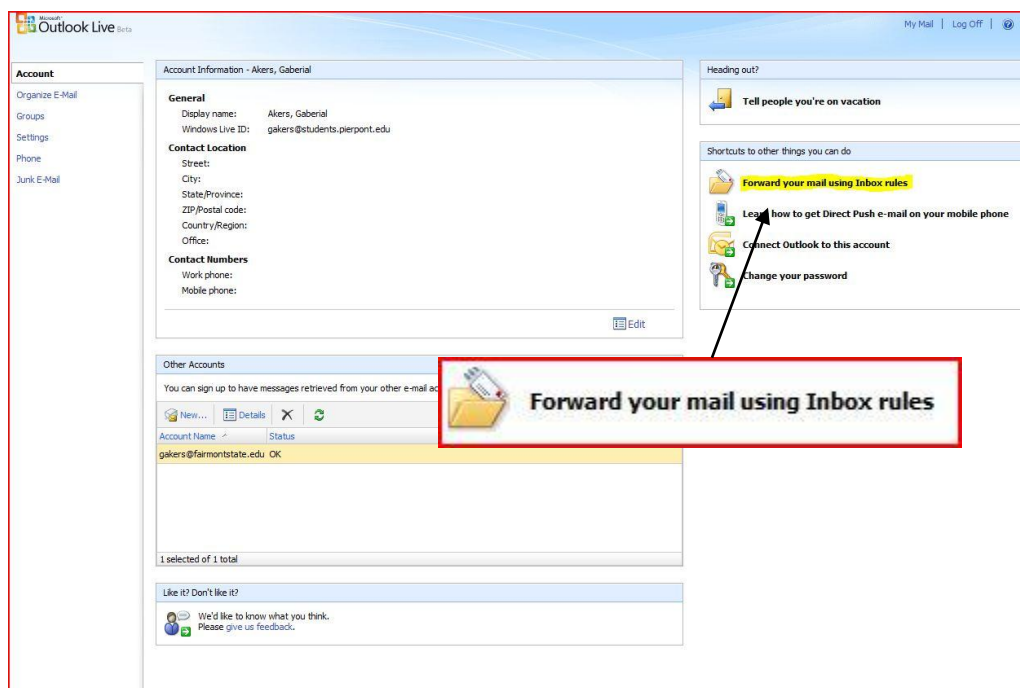
- 4) Click on the Webmail icon in the Applications box:



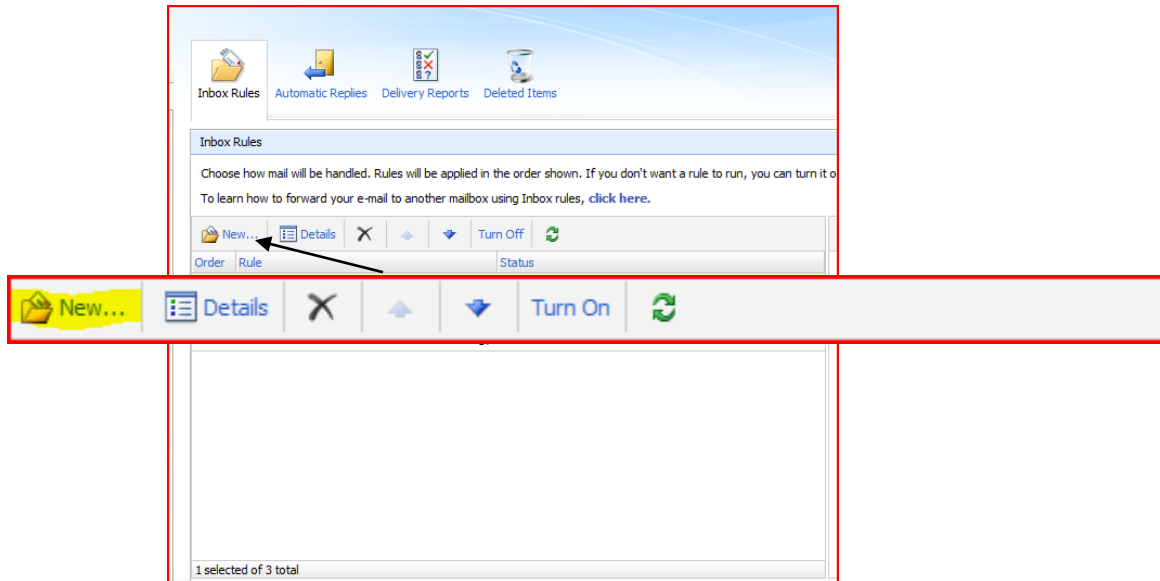
5) Once you have logged into the email, go to the upper right hand corner and click **options**.



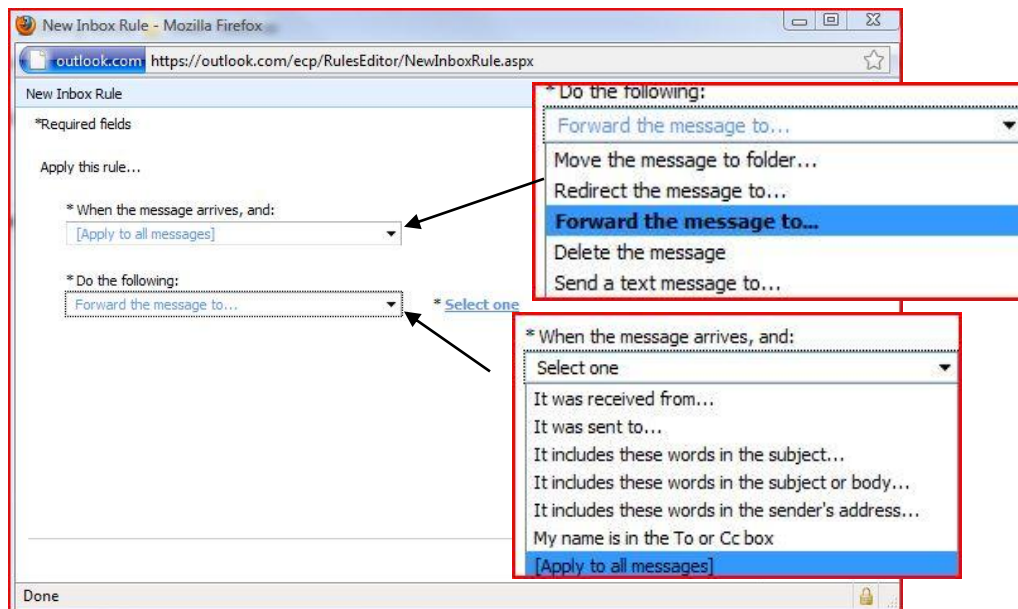
6) Once you have opened options you will see a box titled **Shortcuts to other things you can do**. Click on the option to **Forward you mail using inbox rules**.



- 7) Once you have opened the **forward your email using inbox rules** option you will see a dialog box. Click **new**. By clicking **new** another window will pop up named **new inbox rule**.
- 8) In the box you will click on the option that says **when the message arrives**, you will click **apply to all messages**.

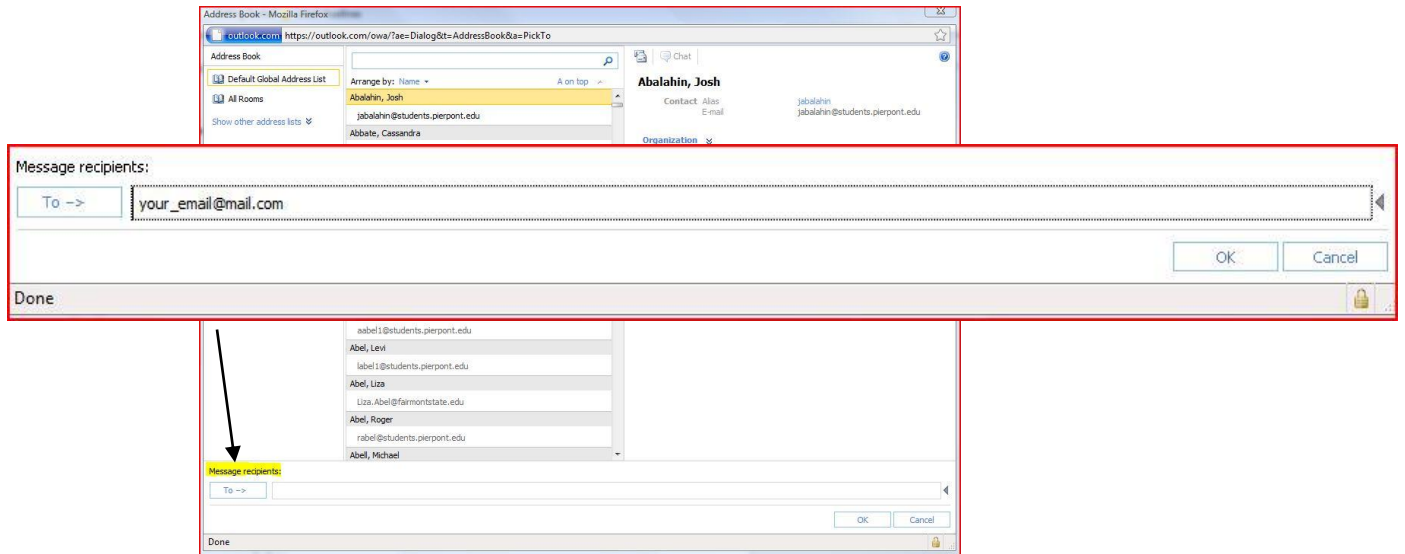


- 9) In the box that says **Do the following**, you will click **forward the messages to...**
- 10) Now you will click **select one**, which is directly next to the previous box.



- 11) Once you have done that, there will be a window titled **address book**.

12) In this window there will be dialoged box titled **message recipients**, in this box you will type the email that you are forwarding to.



13) Press ok, now your email should automatically start to go to your alternate email.